

Office Memorandum • UNITED STATES GOVERNMENT

TO : CHIEF, SERVICES BRANCH
FROM : ACTING CHIEF, SUPPLY DIVISION
SUBJECT: Outstanding Requisitions

DATE: 13 February 1948

Further reference is made to your memorandum dated January 7, 1948 regarding outstanding requisitions being held by the various sections of this Division, dated prior to January 1, 1948.

As additional investigation has been made to determine the present status of these requisitions and the results are contained in the attached list which had been submitted to you.

Please note that the red line drawn through a large number of the requisitions listed are indicative of the fact that these have been completed since the original list was submitted.

As you had been advised previously, an earnest effort is being made by this office to prevent requisitions from being held unnecessarily for an abnormal period. Stress has been placed on the necessity for the expediency of all requisitions and cooperation from all concerned has been obtained.

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Office Memorandum • UNITED STATES GOVERNMENT

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TO : CHIEF, SERVICES BRANCH
FROM : [REDACTED]

DATE: 26 January 1948

SUBJECT: Requisitions Reported as Being Held by the Supply Division in Monthly Report of December 1947.

In accordance with the request contained in your memorandum dated 7 January 1948, a survey has been made of all requisitions on hand in the various Sections of this Division dated prior to 1 January 1948. As a guide, the Processing Unit prepared complete lists of requisitions charged to the various Sections on which no information was available, according to the former's records. This same method, by numerical count only, is used in my Monthly Status Report and the resultant totals appear under the heading "Requisitions Outstanding, with no action and/or awaiting bids, etc.".

This heading is a misnomer and will be discontinued in the future since a true picture of the status of the requisition is not indicated. Two substitute titles, "Requisitions, with no action" and Requisitions, pending held for bids, clearances, etc.", will be used instead. As you will note on the attached lists which indicate the status of all requisitions, dated prior to 1 January 1948, being held by all Sections of this Division, there are only a few requisitions which have been held without any action being taken whatsoever. These have specific reasons for not being processed and every remaining requisition has had some activity usually within one or two days after assignment, such as solicitation of bids and quotations, clearances and similar action.

In making this survey, a number of outstanding requisitions appearing open on the Processing Unit's books were cleared up or eliminated. Thus the total number of outstanding requisitions furnished to you in my December Monthly Report has been reduced considerably. In the future a periodic check will be made in advance of the monthly report to determine the status of all requisitions more than approximately two weeks old.

In no instance has it been found that requisitions have been shelved purposely, and an honest attempt has been made to obtain requisitioned items as promptly as possible by all employees of this Division.

In reply to your fourth paragraph, referring to the Typewriter Repair Shop, we have investigated and found that December's poor showing was due to the fact that for a number of days, the rooms occupied were being painted or in the preparation thereof, thereby not permitting any major work to be accomplished in the shop. The estimated work thus far this month has increased considerably and an attempt will be made to continue on this basis. There are a number of typewriters held by Storage and Issue Section that require repairs and this is being done so as not to interfere with current priority work.

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PURCHASE SECTION

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING UNIT.</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
48-3266	10-22-47	10-24-47	Repair of adding mach	Job completed. PO pending billing.
48-1616	12-8-47	12-15-47	Publications	On order - not delivered.
48-4779	12-16-47	12-18-47	Repairs of camera equip.	Sent to shop for repairs.
48-1811	12-16-47	12-19-47	Publications	Holding for clearance.
48-4316	12-17-47	12-19-47	Publications	Ordered but not delivered.
48-1899	12-18-47	12-23-47	Publications	No charge - but material not del'd.
48-4907-	12-17-47	12-23-47	Checkwriter machine	Pending clearance.
48-2906	10-14-47	10-15-47	Camera repairs	Sent to shop for repairs 10-24. Parts not avail. for approx. 90 days
48-2330	10-13-47	10-13-47	Camera repairs	Sent to shop for repairs 10-18. Some parts hard to obtain.
48-4582	12-9-47	12-11-47	Repair projectors	Del'd to repair shop 12-12. Held for necessary parts.
48-4641	12-12-47	12-15-47	Repair projectors	Requisition was orig held in an effort to have repairs thru War Dept. Camera projectors sent to shop 12-15. Now being held for necessary parts.
48-1189	12-28-47	12-1-47	Repair shutter and lens	Sent to repair shop 12-5. Forwarded to factory for repairs.

REQUISITION NUMBER DATE OF REQ. DATE REC'D ITEMS COVERED REASON FOR DELAY
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BY PROCESSING
UNIT.

48-3070	10-20-47	10-21-47	Repair expenses ure meter	Sent to local shop.
48-4777	12-16-47	12-18-47	Repair camera	Sent to repair shop,
48-4782	12-16-47	12-18-47	"	held for parts.
48-4778	12-16-47	12-18-47	"	"
48-4780	12-16-48	12-18-47	"	"
48-4348	12-3-47	12-5-47	Parts for Arc lamp	Mat'l del'd by ATF 12-12-47. Held for correct pricing per Mr. Young, ATF
48-4255	12-2-47	12-9-47	Mailing contain- ers	Pending opening date of Formal bid
48-4580	12-8-47	12-11-47	Construction of steel door frames	"
48-4621	12-10-47	12-12-47	Wmco repairs	Cylinders sent to factory.
48-4916	12-18-47	12-22-47	Directories phone rental	Insufficient info.
48-3060	10-14-47	10-14-47	Repair time stamp	Pending rec't of plates
48-3679	11-6-47	11-7-47	"	"
48-2810	10-10-47	10-10-47	Repairs - Mch Multilith	Pending - critical material
48-3616	11-4-47	11-7-47	Repair-elec.	Work not completed
			portable heaters	
48-4083	11-25-47	11-25-47	Repair Diet. sta.	Typed 1/8/47
48-4070	11-21-47	11-24-47	Bind rug	Completed. Pending billing
48-4072	11-21-47	11-25-47	Install rolls on Electro web	"
48-3102	10-17-47	10-20-47	Repair-electromatic	"
48-3152	10-30-47	11-3-47	"	"
48-4733	12-15-47	12-17-47	"	"
48-4794	12-19-47	12-19-47	"	Completed. Pending billing.
48-3552	11-1-47	11-5-47	Repair - Calculator	Pending billing
48-4836	12-13-47	12-22-47	Repair - clock	Unable to repair locally. Sent to factory.
48-4907	12-18-47	12-23-47	Blankets -OD-used	Unable to obtain at cost.

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DATE ISSUED: 10-10-47
ITEMS ORDERED
AND FORWARDED
BY PROCESSING
UNIT

48-3008	10-16-47	10-20-47	Book	Out of print. Vendor searching
48-3134	undated	11-3-47	Book	
48-1656	12-10-47	12-15-47	Book	Typed 1/8
48-1613	12-1-47	12-5-47	Subscription	Holding for bids
48-1737	12-12-47	12-17-47	Book	"
48-1757	12-17-47	12-17-47	Book	"
48-1861	12-16-47	12-23-47	Book	"
48-1735	12-11-47	12-17-47	Book	"
48-3295	10-23-47	10-28-47	Consettours	Out of print. Searching
48-1895	12-16-47	12-23-47	Book	Held for bids
48-1863	10-15-47	12-23-47	"	"
48-3334	10-28-47	10-29-47	Book	Out of print. Searching
48-1856	12-11-47	12-23-47	Publication	Pending return of bids
48-1874	12-11-47	12-23-47	"	"
48-1879	12-15-47	12-23-47	Chart set and	1 " GPC clearance ?
48-1891	12-18-47	12-23-47	"	Pending return of bids
48-1894	12-19-47	12-23-47	"	"
48-1251	11-28-47	12-2-47	Record Player	Pending model to be furnished by lowest bidder
48-3112	10-20-47	10-22-47	Dictaphone equip.	Items not in prod. Amend. to contract not awarded
48-3114	10-20-47	10-22-47	"	"
48-3355	10-29-47	10-30-47	"	"
48-1721	12-15-47	12-17-47	Wire recording mach	Pending opening date
48-3892	11-12-47	11-18-47	Parts for radio	Bids open 1/22
48-1806	12-15-47	12-19-47	Radio parts	Pending informal bids

TYPEWRITER REPAIRS

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING UNIT.</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
3915	18 Nov. 1947	19 Nov. 1947	Overhaul of Typewriter	Work being done as time is allowed.
4030	20 Nov. 1947	24 Nov. 1947	Overhaul of Typewriter	Work being done as time is allowed.
4198	28 Nov. 1947	1 Dec. 1947	Repair of Typewriter	Pending receipt of Parts. 25X9A2
4247	2 Dec. 1947	3 Dec. 1947	Overhaul of Typewriter	Typewriter has not yet been furnished by [REDACTED]
4666	15 Dec. 1947	16 Dec. 1947	Overhaul of Typewriter	Work will begin on this job shortly.
4514	9 Dec. 1947	10 Dec. 1947	Overhaul of Typewriter	Nineteen of these machines have been overhauled to date. Work on remaining six will be completed at an early date.
4829	16 Dec. 1947	22 Dec. 1947	Service Call	Unable to make call, due to pressure of priority work.

COMMUNICATIONS DIVISION

48-3134	20 Oct. 1947	23 Oct. 1947	Electrical Equipment Catalogs	To be cancelled.
48-4704	15 Dec. 1947	17 Dec. 1947	Sound Scriber for Cargo	The specifications have been changed on this request several times. They have now been finally decided upon and action is to be taken immediately.
48-4353	5 Dec. 1947	5 Dec. 1947	Screw Drivers	Being processed. Held up previously due to higher priority work.

SPECIAL PROCUREMENT

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING UNIT</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
48-2310	22 Sept. 1947	23 Oct. 1947	Liquor, misc.	Items ordered for delivery to POE in September. Information as to their actual arrival and shipping has never been obtained from OSO Transportation. Repeated requests.
48-3825	10 Nov. 1947	14 Nov. 1947	Bulgarian Grammar Book in French.	On order - must be obtained from France by New York Book-store.
48-4280	2 Dec. 1947	3 Dec. 1947	Camel Cigarettes	Items ordered for delivery to POE. No information available as to actual shipment and delivery from OSO Transportation. Repeated requests.

STORAGE AND ISSUE

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING UNIT</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
48-1318	7 Aug. 1947		Book, Glass "B" -- Executive	Being repaired.
3515	4 Nov. 1947	4 Nov. 1947	Typewriter, portable w/carrying case, Bin 1.	Being repaired.
4258	28 Nov. 1947	2 Dec. 1947	Heaters, electric Portable.	Being repaired at Bethesda.
4380	4 Dec. 1947	5 Dec. 1947	Stand, typist	Being repaired.
4558	10 Dec. 1947	11 Dec. 1947	Stand, typist	Being repaired.
4680	15 Dec. 1947	16 Dec. 1947	Lamp, desk, w/ flexible arm.	Being repaired.
4713	15 Dec. 1947	17 Dec. 1947	Cabinet, Kardex, w/combination lock	Back ordered.
4744	12 Dec. 1947	17 Dec. 1947	Typewriter, portable, Bin 1.	Back ordered.
4822	18 Dec. 1947	19 Dec. 1947	Safe, Mosler	Waiting delivery by PBA safe crew.
4850	19 Dec. 1947	23 Dec. 1947	Lamp, gooseneck	Awaiting move from Bethesda to Rosslyn.
4864	19 Dec. 1947	23 Dec. 1947	Heaters, electric Portable	Awaiting move from Bethesda to Rosslyn. Being repaired at Bethesda.
4890	19 Dec 1947	23 Dec. 1947	Base, for Card Index.	Cancelled.

OPERATIONAL AND MEDICAL SUPPLIES

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING UNIT</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
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48-3087	6 Oct. 1947	21 Oct. 1947	Motion Sickness Pills	Out of stock - awaiting replenishment of stock before order can be filled.
48-4334	3 Dec. 1947	4 Dec. 1947	Miscellaneous Photographic Equipment	Out of stock - awaiting replenishment of stock.

CONTRACT SECTION

48-1669	28 Aug. 1947	28 Aug. 1947	Webendorfer Press	Being cancelled.
48-4456	4 Dec. 1947	9 Dec. 1947	Terminal Equipment	Contract being Executed.
48-4938	26 Dec. 1947	30 Dec. 1947	Lumber	Invitation to Bid, Opening Date 1-19-48.

REAL ESTATE & UTILITIES SECTION

<u>REQUISITION NUMBER</u>	<u>DATE OF REQ.</u>	<u>DATE REC'D AND FORWARDED BY PROCESSING & CONTROL UNIT</u>	<u>ITEMS COVERED</u>	<u>REASON FOR DELAY</u>
48-1537	8-21-47	8-22-47	Construction of newspaper rack.	WO. #137 written 11-7-47
48-3291	10-22-47	10-28-47	Erection of shelving in M Building.	Pending changes in M Building
48-3767	11-14-47	11-14-47	Set of shelves.	Memo prepared 11-20-47
48-3839	11-14-47	11-18-47	Misc. partitions and doors.	Memo prepared 12-11-47
48-3847	11-17-47	11-18-47	Linoleum desk pads.	Memo prepared 12-12-47
48-3941	11-18-47	11-18-47	Building of dark room in Que Bldg.	Memo prepared 12-8-47
48-3992	11-17-47	11-20-47	Installation of electrical work in M Building	Memo prepared 11-24-47
48-3998	11-17-47	11-21-47	Soundproofing parts of M Building.	Memo prepared 11-24-47
48-4471	12-8-47	12-9-47	Moving of walls, doors etc. M Bldg.	Memo prepared 12-11-47
48-4540	12-10-47	12-11-47	Move, clean and paint parts of "M"	Memo prepared 12-12-47
48-4542	12-9-47	12-11-47	Construction of map cabinets for L St.	WO #172 prepared 12-29-47
48-4594	12-10-47	12-12-47	Install door, move partitions, M Bldg.	Memo prepared 12-29-47
48-4661	12-12-47	12-15-47	Build shelves, move partitions M Bldg.	Memo prepared 12-29-47

REAL ESTATE & UTILITIES CONT.

REQUISITION NUMBER	DATE OF REQ.	DATE REC'D AND FORWARDED BY PROCESSING & CONTROL UNIT	ITEMS COVERED	REASON FOR DELAY
48-4786	12-17-47	12-19-47	Painting M Bldg.	Memo prepared 1-19-48
48-4871	12-19-47	12-23-47	Construction of wood shelving in South Building.	W. O. #165 pre- pared 12-20-47
48-4909	12-18-47	12-23-47	Window glass Rosslyn.	Memo prepared 12-20-47
49-4925	12-22-47	12-26-47	Paint walls, clean floors etc., in "M" Building	Memo prepared 1-19-48